

MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON TUESDAY 14TH JANUARY 2020 AT 1.00 PM

PRESENT: Nick Linney (NL) (Chair), Michael Arlington (MA), Stephen Garner (SG), Tiffany Gorski (TG), Val Leivers (VL), Jane Lewis (JL), Lisa McVeigh (LM) and Caroline Whitty (CW).

IN ATTENDANCE: Ellie Slack (ES) (Clerk).

1. **APOLOGIES FOR ABSENCE:** Apologies were received Michael Longdon (ML) and Samantha Sykes (SS).

2. **DECLARATION OF INTEREST:** None.

3. **MINUTES OF THE PREVIOUS MEETING** held on the 10th December 2019 were accepted as a true record and signed by NL.

4. **MATTERS ARISING AND OUTSTANDING:**

(a) **Community Use:** LM provided details of new team assigned to work on this project. LM to circulate further update by Monday 16th March for discussion at the March Governors meeting. **OUTSTANDING LM.**

(b) **Governors Visit:** Discussion took place surrounding the rationale for the visit. All agreed that the visit should take place in the first half of the summer term. **OUTSTANDING LM.**

(c) **It Development Group:** LM to provide an update to Governors electronically by Friday 24th January. **OUTSTANDING LM.**

(d) **Project Portrush:** Discussed under item 7a. **OUTSTANDING LM.**

(e) **Staff Pay:** NL provided overview of the issue, stating there was further work to be carried out. **OUTSTANDING LM/NL/CM.**

(f) **Staff Survey Results:** The results had been circulated to Governors. LM was tasked with circulating a summary regarding the key issues and direction of travel alongside future survey results. CW suggested speaking with the student body regarding behaviour issues. **CONCLUDED.**

(g) **Advisory Group Remits:** The PASAG remit had been approved. NL and MA to discuss the finance advisory group remit outside of the meeting. **OUTSTANDING as Finance Advisory Group Remit NL/MA.**

(h) **Safeguarding Training Date:** VL to speak with ML regarding completion of the training. It was agreed that LM would refer to this in the Principal's report. **CONCLUDED.**

5. **LEGAL MATTERS:** No new matters.

6. **SIGNING & SEALING:** None.

7. **MAJOR TOPICS:**

**OUTSTANDINGS
(In Minutes order)**

11/12/18 Community Use
LM
14/05/19 Governor School
Visit **LM**
22/07/19 Project Portrush **LM**
10/12/19 Staff Pay **NL/LM**
10/12/19 IT Development Group
LM
10/12/19 Finance Advisory
Group Remit **NL/MA**
14/01/20 Principal's Report
Amendment **LM**
14/01/20 Attendance Figure **LM**
14/01/20 Student Leaders **LM**
14/01/20 Year 13 Cooking
Provision **LM**
14/01/20 Link Governor
Amendment **ES**
14/01/20 Additional Governor **LM**
14/01/20 Policy Review **LM**
14/01/20 Admissions Feedback
LM

CONCLUDED
Are listed on the last sheet
(In alphabetical order)

- (a) **Project Portrush:** Significant discussion ensued which the Governors considered confidential.

8. FINANCE REPORT:

- (a) **Financial Statistics** – ES took the meeting through the November dashboard, outlining the key variances within the headings.
- (b) **Cash Flow** – As per the dashboard.
- (c) **Capital Expenditure Requests and Pending** – There are no requests pending.

9. STANDARD ITEMS:

- (a) **Principal's Report:** As per the Principal's report for November. LM highlighted the key section of the report surrounding Staffing, and informed Governors of the current position surrounding Heatherdene.

There was a lengthy discussion surrounding the academic outcomes predicted by the Academy. NL stated this would require careful monitoring, as the previous years' position cannot be repeated, and stressed that Academy are accountable for the outcome, not PASAG. LM provided assurance that significant work with the MAT's support was being completed to rectify this, through quality assurance and rigorous checking of data. NL stated the Academy has been reactive regarding its data for too long. LM advised the curriculum is being reviewed in greater detail, to ensure a long term fix alongside the short term fix. Following discussion, it was agreed that the Achievement data would be moved to the Principal's report. **OUTSTANDING as Principal's Report Amendment LM.** VL outlined the impact of exclusions on the overall attendance figure. NL requested a pre-exclusion attendance figure to be included on the next dashboard. LM to action and send to NL for review. **OUTSTANDING as Attendance Figure LM.**

- (b) **6th Form Leadership and Development:** Discussion took place surrounding the need to involve students in leadership within the Academy. NL stated leadership is good experience, and tasked LM with assigning two students to take a lead on this area. **OUTSTANDING as Student Leaders LM.**

Stephen Garner left the meeting at 2.45pm.

- (c) **People, Achievement & Standards Advisory Group Report:** Discussed under item 9a. VL highlighted that the key discussion point of the meeting held on 8th January had been the curriculum. The level of support provided to students returning to the Academy following Alternative Provision was discussed, and LM provided overview of the packages in place for students according to their individual needs. NL informed TG of current programme following the Ofsted visit and the implications of this, which led to a discussion surrounding a member of staff which the Governors considered confidential. Following the discussion, NL emphasised the need for a member of the Executive Team to attend Governing Body meetings.

The following two policies were submitted for consideration and were subsequently approved by the Governing Body:

- Abuse Allegation Policy
- Accessibility Plan

Tiffany Gorski joined the meeting at 2.53pm.

- (d) **Link Governors Reports:** CW will meet with the students assigned to Student Leadership.

VL informed Governors of attendance at the SNMAT Governance Forums. Stated that during this forum it had been proposed that Governors attend Governor meetings within the SNMAT, to gain an oversight of how other meetings are conducted. All agreed to the proposal, and it was noted that the SNMAT have an existing open seat within Governors meetings to utilise.

Discussion took place surrounding Healthy Eating and Nutrition. TG provided overview of provision within the Academy, stating it was good quality. LM to pursue an option for Year 13 as it was highlighted they do not currently access provision to provide them with basic cooking skills, which is part of the founding concept of the Academy. **OUTSTANDING as Year 13 Cooking Provision LM.**

JL highlighted her role as GDPR Governor. ES to amend the dashboard. **OUTSTANDING as Link Governor Amendment ES.**

NL stated the Governing Body were still pending an additional member. LM agreed to follow this up with Chris Moodie. **OUTSTANDING as Additional Governor LM.**

- (e) **Opportunity Trust Performance:** As per the dashboard. MA outlined that the investments are performing well, and during 2020 a new investment advisor will be appointed.

10. **MATTERS FOR THIS MEETING:**

- (a) **Policy Review:** NL referred to the policy document circulated to Governors prior to the meeting. Stated that the distribution of policy review needed addressing. LM was tasked with re-drafting the review list and submitting to Governors for consideration by the end of January. **OUTSTANDING as Policy Review LM.**
- (b) **Admissions Policy:** ES referred to the email received regarding Admissions Consultation feedback. LM was tasked with circulating a document to highlight the changes. **OUTSTANDING as Admissions Feedback LM.**

11. **CONFIDENTIALITY OF BUSINESS:** Item 7a and the staffing discussion in item 9c were considered confidential.

12. **ANY OTHER BUSINESS/ MINOR TOPICS:** None.

13. **DATE, VENUE AND TIME OF NEXT MEETING:**

Monday 23rd March 3.00pm

Dates of Future Meetings:

Wednesday 13th May 11.00am

Tuesday 14th July 3.00pm

The meeting closed at 3.38pm.

20/01/16	6 th form 5 year Strategy Plan
03/12/15	6 th form Centre
23/01/14	6 th form/Governing Body
19/03/15	6 th Form Numbers
20/01/16	6 th Form Leadership & development
28/01/10	8 th Sponsor Governor
20/01/16	ASAG remit to VL
19/03/15	Aberdovey Invitation
17/07/08	Academy Structure Agenda Item
23/01/14	Academy Visit
21/11/13	Academy Asset Viability Report
02/11/09	Academy Name
02/07/15	Achievement Dashboard colour coded
12/12/17	Achievement Dashboard
12/12/17	Accounts Amendments
06/07/17	Additional Governor
26/05/10	Admissions Criteria
14/03/13	Admissions criteria 2014
12/12/17	Admissions Policy
15/01/19	Admissions Policy
27/01/11	Advisory group issues
17/11/11	Advisory Group chair
05/07/12	Advisory Group Remits
10/01/17	Advisory Group Remits
03/07/14	All Weather Pitch
29/04/09	All weather pitch
16/01/18	Alternative Provision Details
18/10/19	Alternative Provision Spend
16/01/18	Alternative Provision Model
17/09/12	Annual cost of Academy Restaurant
14/03/13	Annual Report Endowment Fund Expenditure
19/03/19	Anti-Bullying Policy JL/LM
04/10/17	Appraisals
15/01/19	Appraisal and Pay Recommendations
04/10/17	Attendance Statistic
06/09/16	Asset Funding/ EFA
16/01/18	Attendance Investigation
11/12/18	Auditor Management Letter
20/01/16	Awards Event dates
03/07/14	Appeals Training
18/03/09	Appointment of third Trustee
18/10/19	ASAG Review LM
19/03/15	Asset Reg/Depreciation Audit
17/03/16	Audit Report
20/01/16	Audit Terms of Reference
20/03/14	Auditor Review
02/07/15	Auditor Beauty Parade
20/03/14	Basic Training Subjects
15/01/19	Behaviour Policy
07/07/16	Budget Queries
29/04/09	Budget Revenue Clarification
19/03/15	Budget Software
20/01/16	Building Valuation and Building Depreciation
06/09/16	Building Depreciation Policy

07/07/16	Business and Enterprise
03/07/14	Business Case for all Weather Pitch
20/01/16	Business Manager Appointment
07/07/16	Cash Flow Budget
02/07/09	Calendar of School Events
02/07/09	Capital Expenditure Procedures
04/10/17	Cash Flow Statement
29/04/09	Cash/CapEx Reports
17/03/16	Catering Facilities
06/07/17	Catering Review
26/09/18	CCF expansion
21/03/12	Child Protection Guidelines
06/07/17	Christian Ethos Terminology
09/03/17	Christian Ethos Update
19/09/13	Christian Values
17/11/16	Christian/ Moral Values
02/10/08	Clarification of Powers
21/08/08	Clerk to Governors
14/01/09	Clerk to Govs
04/10/17	Clerk Payment
04/10/17	Climate Control
21/08/08	Confidentiality Agenda Item
14/01/09	Core Values
02/11/09	Confidentiality of Business
14/04/10	Contract Signing Procedures
21/08/08	CRB Checks
17/07/08	Company Directors
20/11/14	Dashboard Training
17/07/08	Dashboard
02/10/08	Dashboard
02/07/15	Dashboard format
09/03/17	Dashboard
22/03/18	Dashboard Amendment
04/10/17	Dashboard Logic
18/10/19	Data Protection Governor
21/08/08	DCSF Feedback
22/07/19	Deed of Amendment
07/07/16	Depreciation Policy
19/03/15	Digital Development questions
03/07/14	Domes
14/01/09	Draft Lease Docs
30/11/10	Document check list
07/07/16	Endowment % Inc/Dec
17/03/16	Endowment Fund Awards
07/07/16	Endowment Fund Discussion Paper
12/09/11	Endowment Fund Policy
21/11/13	Endowment fund Loan terms
03/12/15	Endowment Fund TOR
28/09/10	Ethos Statement
23/03/11	Ethos statement
15/01/19	Executive Attendance
06/07/17	FFPAG Members
23/01/14	FFPAG Minutes
02/07/15	Finance Structure
04/07/13	Foreign language Numbers
24/01/13	Free School Meals
22/01/15	Full Development plan
02/07/09	Future Revenue
17/11/11	Future Meeting Dates
17/09/12	Future Meeting Dates
19/09/13	Future meeting Dates
02/07/09	Fundraising Advice
19/09/13	Fund Raising
06/07/17	Fundraising
28/09/10	Future Meeting dates
16/01/18	Future Meetings Time
26/05/10	GB Web Site Minutes
06/09/16	Good Citizen Award
17/03/16	Gordonstoun dates
11/12/18	Gordonstoun student and exec visit LM

20/03/14	Gordonstoun Agenda
12/09/11	Gordonstoun Link
04/07/13	Governance Review
16/01/18	Gordonstoun Visit
20/11/14	Governors Assessment Form Review
02/10/08	Governor Contacts
17/03/16	Governor Days
14/05/19	Governor Link
14/05/19	Governor Roles
03/12/15	Governors Handbook
15/01/19	Governors Handbook, Core Values and GKIT Feedback
02/10/08	Governors' Terms of Office
29/04/09	Governor Training
28/01/10	Governor Training
17/03/16	Governor Training Dates
10/01/17	Governor Training Log
03/12/15	Head Boy Girl Meeting
20/11/14	Health & Safety info
14/01/09	Health Checks
22/01/15	Health & Safety Report
22/07/19	Heatherdene KPI
23/03/11	How we do it topics
17/09/12	Insurance cover
20/01/16	Internal Auditor Presentation
21/08/08	Information Pack
21/08/08	Investment Policy
212/12/17	Insurance Provision
1/08/08	Implementation Budget
02/11/09	ICT VAT Problem
02/11/09	ICT Budget Monitoring
05/07/12	ICT Teaching
04/10/17	IT Equipment
06/09/16	IT Funding
19/03/19	IT Proposal
17/03/16	IT Restructure costs
20/01/16	IT supplier replacement
10/01/17	IT Strategy Report
17/07/08	Jon Hawketts' Involvement
21/03/12	Jubilee/Olympic Involvement
03/07/14	Keir Settlement
28/01/10	KPI Training
14/04/10	KPI Modifications
14/04/10	KPI Ready Reckoner
14/01/09	LA Clerk of Works
16/01/18	Lagged Funding
17/03/16	Legal Action details
19/09/13	Lesson Observation Numbers
16/01/18	Link Governors
12/01/12	Link Governors Reports
20/01/16	Link Governors Reports
17/03/16	Link Governor Role/ Governor Training Plans
22/01/15	Link Governors
03/07/18	Link Governors
26/05/10	Local Auth Governor
05/07/11	Local Auth Governor
03/12/15	Louise Brimble PR Output
12/01/12	Lucy Armstrong Training
22/01/15	Management letter
21/08/08	Mansfield Town FC
06/09/16	Mark 2 Budgets
17/11/16	Mark 2 Budget/ Cash Flow
11/12/18	MAT Attendee
14/01/09	Media Contact
29/04/09	Medical Insurance
14/05/19	Meeting Dates 2019/20
12/12/17	Members
11/12/18	Members
05/07/12	MTFC Training
20/01/16	New Accounting Officer
18/03/09	New Build Progress Report
29/04/09	New Contract
21/03/12	New Ofsted Framework Governor
14/05/19	NS Thank You Letter
23/03/11	Ofsted Inspector
05/07/11	Ofsted Documentation
10/01/17	Ofsted Training
04/10/17	Opportunity Trust Letter
30/06/10	Pension Liability
05/07/11	Pension Liability issue
05/07/11	Pensions Liability

20/03/14	Primary School Numbers
14/01/09	Project Mgt Post-Implementation
24/01/13	Profit, Cash, Capex Recast
14/01/09	Parent Govs
28/09/10	Policies
14/01/09	Policy Revisions
18.03.09	Policy & Guidelines for SCAEF Funds
20/01/16	PR Crisis Management/Emergency Plan
26/05/10	Pregnancies
14/03/13	Presentation Notes
10/01/17	Progress 8 Presentation
22/03/18	Principal's Report Amendment
21/11/13	Publicising Endowments
19/03/15	Race Equality & Diversity Policy
12/12/17	Reception Criteria
06/07/17	Reception Expenditure
02/11/09	Register of Interests
17/11/16	Reserve Policy
22/03/18	Reserves Policy view
02/10/08	Risk Register
23/01/14	Room Usage
14/03/13	Round Square M'ship
17/03/16	Round Square membership Proposal
14/04/10	Safeguarding Governor Training
19/09/13	Samworth School Visit
02/10/08	Schedule of Meetings
03/12/15	School council
28/01/10	SEF Monitoring
19/03/15	Self Evaluation Doc
21/03/12	Sisters Cities
30/11/10	SIP Report
14/03/13	Snagging & Defects
15/01/19	SNMAT governance operational handbook
14/05/19	SNMAT budget process
22/07/19	SNMAT Budget Process
05/07/12	Social Networking Sites
02/10/08	Soft Launch
04/07/13	Safeguarding Governor
10/12/19	Safeguarding Training Date
17/09/12	Staff Attendance KPI
14/01/09	Staff Terminations
18/10/19	Staff Survey
14/01/09	Staff Structure
12/09/11	Staff Turnover Measure
02/07/15	Staffing levels
09/03/17	Staffing Structure Document
10/12/19	Staff Survey Results
29/04/09	Strap line
17/03/16	Strategy Meeting
17/03/16	Strategy Meeting Subjects & Agendas
23/01/14	Strategy Meeting
20/01/16	Strategy Meeting update
02/07/09	Strip of Land
16/01/18	Student Contract
04/07/13	Student involvement Action Plan
12/01/12	Student involvement
04/07/13	Student Involvement
14/05/19	Student Leaders GB Meeting
05/07/12	Teacher Assessment Statistics
18/03/09	Teck no chances bus
17/07/08	Terms of Ref for Remuneration Cttee Chair
24/01/13	The 4 Points
03/07/14	Training subjects
27/11/12	Training topics for Governors
22/07/19	Traveller Consultation
18/03/09	Trust Investments
18/03/09	Trust Deed
04/07/13	TSCA Facility Use Statistics
21/11/13	Understanding data course
05/07/12	Use of TSCA facilities
23/03/11	VIP to open TSCA
11/12/18	Vision and Ethos

17/11/16	Wages Analysis
17/09/12	Web Site Development
20/01/16	Wider Curriculum Information Booklet.
02/07/09	Wireless Technology Insurance
03/07/14	Year 10 Achievement Dashboard
20/01/16	Year End Cash at Bank